

Check List for the SLT Interface (STDG022)			
FMC/LO Action		Required	Completed
1	Determine SLT needed	Y	
2	Prepare the prescribed formatted spreadsheet file with SLT data and save as a Comma Delimited File (i.e., *.csv)	Y	
3	Run the interface STDG022 to Load and Process the data	Y	
4	Run the STDGERR report to verify that no business rules have been violated.	Y	
5	Submit the SLT using the STDG005 screen	Y	
6	View errors, correct and submit the SLT using the STDG005.	Y	
7	Print the 'Certification' Form	Y	
8	<p>Send an email to FMB showing the batch number, dollar amount, and date in the subject of the email. NOTE: If this transfer crosses FMC's the email route must go through the other FMC.</p> <p>Address the email TO: Gail.J.Tiktinsky@noaa.gov, and CC: Joyce.A.Bowman@noaa.gov</p> <p>Include in the email body any special circumstances (e.g. changes to object class that would not normally be allowed.)</p>	Y	
FMB Action		Required	Completed
1	Receive the email and verify that all FMC's involved were included in the email routing.	Y	
2	View the batch to verify that no business rules are violated. This can be done by running the STDGERR report.	Y	
3	Either Approve or Disapprove the batch.	Y	
4	<p>Respond to email with the status of the Summary Level Transfer.</p> <p>a. For an approved SLT an example of the text: <i>'SLT Batch <nnnnn> for <amount> Has Been Approved and Surcharges Will Be Applied When the Next Labor Process Is run.'</i></p> <p>b. For a disapproved SLT an example of the text: <i>'SLT Batch <nnnnn> for <amount> Has Been Disapproved. <reason for the disapproval>.'</i></p>	Y	